



ICAO

*International Civil Aviation Organization*

## **Webinar on Civil-Military Cooperation in ATM**

*(Video Teleconference, 20-21 November 2024)*

### **WEBINAR BULLETIN**

#### **1. Schedule of the Webinar**

- a) The Webinar will commence at **03:00 hrs UTC** and conclude at **08:00 hrs UTC** on **20-21 November 2024**.

#### **2. Officers and Secretariat facilitating the Webinar**

- a) Ms. ZHANG Ying, Deputy Chief of ICAO APAC RSO ([yingzhang@icao.int](mailto:yingzhang@icao.int))

#### **3. Webinar webpage**

- a) All webinar documentation is available at [icao.int/APAC/Meetings/Pages/2024-CMAC-FUA-Webinar.aspx](https://www.icao.int/APAC/Meetings/Pages/2024-CMAC-FUA-Webinar.aspx).

#### **4. Registration of participants**

- a) Webinar participants should ensure their Administration/Organization completes their official online registration through the above webpage **no later than 15 November 2024**.
- b) To ensure participants receive the e-mail with the online meeting joining instructions, they must confirm their official registration and their nominated e-mail address.

#### **5. Webinar materials**

- a) The Secretariat will publish the webinar materials (i.e., documentation, papers, presentations, instructions, etc.) on the above webpage.
- b) All participants wishing to submit presentations for the webinar shall e-mail them to the ICAO APAC Regional Sub-Office at: [APAC-RSO@icao.int](mailto:APAC-RSO@icao.int) with a copy to [yingzhang@icao.int](mailto:yingzhang@icao.int) as early as possible and **no later than 6 November 2024**. The webinar may not consider presentations submitted after the deadline, at the discretion of the Secretariat.

#### **6. Joining the Webinar**

- a) All registered participants will receive an e-mail from the Secretariat with the “Join meeting” link and appropriate instructions the week before the Webinar.
- b) Please ensure that you mute your microphone and turn off your video when joining the Webinar and Meeting.
- c) Participants should ensure that their online meeting name indicates their Administration/Organization, followed by the participant’s name, e.g., “ICAO – Zhang Ying”.
- d) Please join the online meeting approximately 10 minutes before the scheduled start of the discussion sessions.

## **7. Participants' working environment**

- a) All participants should ensure that they join the online meeting from a location with minimal or no background noise.
- b) Participants sharing a room or office with more than one computer or device connected to the online meeting can prevent disruptions due to audio feedback by ensuring that the microphone and speaker are activated on only one computer or device.

## **8. During the Webinar**

- a) Participants wishing to make a verbal intervention should use the online-meeting raise-hand button or chat function, e.g. "Thailand wishes to speak".
- b) Participants should only unmute their microphones and turn on their video when invited to speak by the Chair, Secretary or moderator. After addressing the online meeting, please remember to mute your microphone and turn off your video.
- c) Q&A session will be held after the presentation of each Speaker. If you have any questions to the Speakers, please submit your questions through the **Pigeonhole Live application**, at any time, during the Webinar period.
- d) The Secretariat will provide additional information and instructions at the start of the Webinar concerning using online-meeting applications.

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